

CONTRACT

EVENT NAME	INTERACT Managing Authority
	Bratislava Self-Governing Region
COMPANY/AGENCY	IČO: 36063606
ADDRESS	Sabinovská 16, P.O. Box 106
ZC	82005
CITY	Bratislava. Slovak republic
VAT NUMBER	SK 2021608369
PHONE NUMBER	+421 2 48264 636
CONTACT PERSON	Helena Hlubocká
EMAIL	Helena.Hlubocka@region-bsk.sk

Mgr. Juraj Droba, on behalf of Bratislava Self-Governing Region agrees to contract with Hotel Miguel Angel S.A. the following services subject to the general conditions attached to this contract and the special conditions specifically accepted as follows:

CONTRACTED SERVICES

MEETING ROOMS

DATE	TIMING	EVENT	ROOM	SET UP	Nº PAX	HIRING COST
16.10.19	12:00-18:00	MEETING	RENACIMIENTO	U	35	945€
17.10.19	08:00-13:00	MEETING	RENACIMIENTO II	U	35	755€

21% VAT included

Meeting room hire includes the latest Gigabit Wi fi connection is included

AV SERVICES

DATE	TIMING	ROOM	EQUIPMENT	RATE
16.10.19	12:00-18:00	RENACIMIENTO II	SOUND SYSTEM	423.50€
16.10.19	12:00-18:00	RENACIMIENTO II	PROJECTOR	145.20€
16.10.19	12:00-18:00	RENACIMIENTO II	ROLL UP	48.40€

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Contract 16.10.19 PC 100€ 12:00-18:00 **RENACIMIENTO II** 16.10.19 12:00-18:00 **RENACIMIENTO II 4 FLIPCHART** 96.80€ 16.10.19 12:00-18:00 **RENACIMEINTO II** WIRELESS ACCESS 180€ 17.10.19 08:00-13:00 **RENACIMIENTO II** SOUND SYSTEM 423.50€ 17.10.19 08:00-13:00 **RENACIMIENTO II** PROJECTOR 145.20€ 17.10.19 08:00-13:00 48.40€ **RENACIMIENTO II** ROLL UP 17.10.19 08:00-13:00 **RENACIMIENTO II** PC 100€ 17.10.19 08:00-13:00 **RENACIMIENTO II 4 FLIPCHART** 96.80€ 17.10.19 08:00-13:00 **RENACIMEINTO II** WIRELESS ACCESS 180€

21% VAT included

Net rates

FOOD AND BEVERAGE SERVICIES

DATE	SCHEDULE	EVENT	ROOM	SET UP	Nº PAX	PRICE PER PERSON
16.10.19	12:00-18:00	HALF DAY REFRESHMENTS	RENACIMIENTO II	INSIDE THE ROOM	35	15€
16.10.19	TO BE CONFIRMED	FIRST COFFEE BREAK	JARDÍN ZONA ACOTADA SOFÁS. PLAN ALTERNATIVO: HALL RENACIMIENTO	COFFEE BREAK	35	15€
16.10.19	TO BE CONFIRMED	SECOND COFFEE BREAK	JARDÍN ZONA ACOTADA SOFÁS. PLAN ALTERNATIVO: HALL RENACIMIENTO	COFFEE BREAK	35	15€
16.10.19	12:00-13:00	LUNCH	RENACIMIENTO	ROUND TABLES	35	42€
17.10.19	12:00-18:00	HALF DAY REFRESHMENTS	RENACIMIENTO II	INSIDE THE ROOM	35	15€
17.10.19	TO BE CONFIRMED	FIRST COFFEE BREAK	JARDÍN ZONA ACOTADA SOFÁS. PLAN ALTERNATIVO: HALL RENACIMIENTO	COFFEE BREAK	35	15€
17.10.19	TO BE CONFIRMED	SECOND COFFEE BREAK	JARDÍN ZONA ACOTADA	COFFEE BREAK	35	15€

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10% VAT included

HALF DAY REFRESHMENTS

Coffee and tea Mineral wáter Nuts Crisps Candies

COFFEE-BREAK NATURAL

Café Gourmet Tueste Equilibrado. Leche. Infusiones. Zumo de Naranja Natural. Zumos Variados. Mini-Bollería. (3 piezas por persona) Fruta Fresca Cortada.

MENU 1 16th October

Our Salmorejo (Tomato Cream) with Rustic Bread and Crispy Iberico Ham. ***

Butter_ied Sea Bass, Pak Choi, Tomato and Seasonal Mushrooms. ***

Our Tiramisu with Meringue Milk Sorbet. Coffee and Infusions.

Bodega

Mineral Water Non-alcoholic drinks

MENU 2 17th October

Light Pumpkin and Carrot Soup with Goat Cheese and Ginger. *** Grilled Cod Fillet with Ratatouille and Lime Oil. ***

Green Apple Tartlet and Vanilla Sorbet

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Bodega Mineral Water

Non-alcoholic drinks

DEPOSIT, PAYMENT AND GUARANTEE POLICY

- 100% deposit of the contracted services 10 days after the signed contract: 25th September 2019
- All additional expenses (not included neither in the proforma invoice nor in the contract) caused during the event will be guaranteed by a credit card. For that purpose, it is necessary to fill in the Credit Card Payment form enclosed to the contract.

*All payments related to this contract can be done via Credit Card (by filling the Credit Card Payment form) or via Bank transfer to the **following** account:

Hotel Miguel Ángel S.A.

Vat number:	
Bank:	La Caixa
Address:	C/ Velázquez 85, 28006 Madrid
IBAN:	
SWIFT/BIC:	

CANCELLATION POLICY

TOTAL CANCELLATION OF ALL THE SERVICES CONTRACTED_

 Deposits received, once the contract is signed until the cancellation date, will be non refundable.

PARTIAL CANCELLATION OF FOOD AND BEVERGE SERVICES_

*Any cancellation or reduction in food and beverage services must me communicated to the hotel by written evidence.

*If the menu has not been chosen yet and a cancellation happens, the amount to be paid will be calculated based on the cheapest menu option.

- Until 30 days before the arrival date, no penalty will be incurred
- From 30 up to 15 days before the arrival date, if the cancellation affects more than 50% of the attendees, the 20% of the food and beverage cancelled services will be charged.
- From 14 up to 10 days before the arrival date, if the cancellation affects more than 25% of the attendees, the 40% of the food and beverage cancelled services will be charged.
- From 9 up to 3 days before the arrival date, if the cancellation affects more than 10% of the attendees, the 60% of the food and beverage cancelled services will be charged.
- From 3 days before the arrival date up to the agreed arrival date, all food and beverage services will be charged.

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HOTEL MIGUELANGEL

Contract

* The final number of attendees must be communicated 72 hours before the event, and this will be considered the minimum guaranteed number of attendees. On every event, the real number of attendees will be charged, excluding the case in which the number of attendees is below the minimum guaranteed number, in which case the minimum number will be charged. Any increase in the services required should be communicated and approved by the Hotel.

PARTIAL CANCELLATION OF MEETING ROOMS

- Until 45 days or before of the agreed event date, no penalty will be applied.
- Between 44 and 20 days before the agreed event date, the 25% of the total amount of the meeting rooms will be charged.
- Between 19 and 10 days before the agreed event date, the 50% of the total amount of the meeting rooms will be charged.
- From 9 days up to the celebration agreed date of the event, the total amount of the meeting rooms will be charged.

GENERAL CONDITIONS

- Making any reservation of bedrooms and meeting rooms, for celebrating events or any other kind of services in the Hotel Miguel Angel S.A., conveys the acceptance of the conditions agreed above and the following general terms below.
- The client and Hotel Miguel Angel S.A. agree to maintain the services, economic and payment conditions stated on this document. Later modifications will be reflected on the proforma invoice annexed.
- The name and logos of the Hotel are exclusive property of the Hotel. Any unauthorized use of these
 names and logos is prohibited.
- Hotel Miguel Angel S.A. will hold the meeting rooms/spaces preferred by the client, nonetheless, in case of unforeseen circumstances such as break downs or any other similar circumstance that may difficult or impede the use of the held spaces, the Hotel will be allowed to change the meeting rooms/spaces for any other with similar characteristics or at least with the same capacity in case there are some available. The Hotel will notify these changes to the client as soon as possible.
- The Client will be solely responsible for any damages or alterations caused to the rooms or other Hotel facilities incurred by the Client and/or his/her guests/attendees.
- Hotel Miguel Angel S.A. will not be responsible for any objects, equipment or valuables belonging to clients, which may go missing within the Hotel premises during clients' stays. Each client is solely responsible for the custody of his/her belongings.
- In case of unforeseeable circumstances, fire, trade strike or any other cause thus considered, the Hotel will be entitled to cancel the booked service being the Hotel's only obligation to notify the Client as soon as the decision is taken. In such a case the Hotel will reimburse the Client all deposits made for the cancelled event. None of the parties will be entitled to make any claims based on such grounds.
- The schedule of the event stated in this document must be respected by both parties. The client will have 15 courtesy minutes for his arrival. In case the schedule is not respected on the arranged date of the event, all the expenses coming from the delay will be on charge of the client, especially those regarding the overtime done by the hotel staff.
- The client will confirm the final number of attendees for food and beverage services by written evidence the latest 7 working days before the event date, always considering the cancellation policy stated on this document. Up to 72 hours before the agreed event date, the final number of attendees can be modified in +-5attendees, being that number considered as the minimum guaranteed number. If it is not done so, the Client will pay for the number of attendees stated on the contract,

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even if the attendees were less. If the number of attendees was higher than the number shown on the contract, the payment will include all attendees.

- Setting up and Dismantling:
 - The conditions for setting up and down any needed materials or equipment for an event will be subject to the special agreement between the client and Hotel Miguel Angel S.A.
 - Any delivering and pick up of material will never be done through the main entrance of the building. Any material shipment shall be delivered through an access specified to that effect. No material will be delivered and/or deposited at the Hotel main entrance unless otherwise specified by the Events Team.
 - Installing any items that may modify or damage the hotel premises without a specific authorisation from the Hotel Management will not be allowed.
 - The unfullfilment of any of the two premises stated above will result in the automatic cancellation of this contract and in a compensation which should cover the damage caused, paid by the client to the hotel.
- Any kind of material or box delivered to the Hotel should be properly identified and sent to the following address:

EVENTS DEPARTMENT

Sender's name

Date and name of the event

Hotel address (HOTEL MIGUEL ANGEL. C/ Miguel Angel 29-31, 28010, Madrid, Spain) The Hotel provides you with the decibel ratios permitted:

With respect exclusively to the Hotel, we can regulate the operation of the Garden with noise emission limitations of 60 dBa until 11:00 p.m. and reduced to 50 dBa after said time.

Provided by the Madrid City Council, where the limits in each time frame are clearly expressed. In the event that the Establishment "Hotel Miguel Angel, S.A." is sanctioned, you will immediately be provided with a copy of the record or disciplinary file if applicable, where you must deposit the amount claimed in the Hotel Miguel Angel, either by transfer or payment through cashier until the case file has been resolved.

It is imperative that the present contract is accepted, signed and returned to the Hotel to have the booking of the space and services confirmed.

Bratislava Self-Governing Region

Mgr. Juraj Droba Firma:

HOTEL MIGUEL ANGEL S.A.

Luisa Jolín Events Coordinator Firma: D. Manuel Murga Director General Firma:

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Madrid, 9th September 2019

Following Ley Orgánica 15/1999, the acceptance of this contract will entail your authorization for the use of your personal information solely to render the services requested and invoice for them accordingly. You may access your personal information and exercise your right of amendment, cancellation and opposition at Calle Miguel Angel 31, 28010 Madrid (Spain).

The registered information will be part of our data file and will be used in order to manage and provide the requested services, the final billing of the services as well as the sending of Hotel advertising and commercial promotions. The date can be transferred to a 3rd party, partners of the hotel which assist to conduct the normal activities of the Hotel. Miguel Angel Hotel is authorised to use the images taken during the event as Supporting graphic material serving via postings on the hotel's social networking sites.